**Tree Campus USA – project schedule**

12-17-2014 Ryan Welch, Carl Wegel, and Morgan Johnston

There are five items that need to be completed to be considered for the Tree Campus USA designation, plus the application. This lists the items and associated tasks, with the responsible party and the timeline for completion.

1. Establish a Campus Tree Advisory Committee
	1. Identify committee members – Morgan – done
	2. Complete charge letter – Ryan – due Jan. 30
	3. Send charge letter and set up meeting schedule – Morgan – due Feb. 2
2. Complete a Campus Tree Care Plan
	1. Write a draft *Campus Tree Care Plan* with blanks for additional information to be provided later – Morgan – due Feb. 27
	2. Write the *tree care* policy for planting, landscaping, maintenance, and removal, including a list of recommended and prohibited species. – Ryan – due Mar. 13
	3. Write the *tree damage assessment* policy with enforcement, penalties, and appeals – Ryan – due May 29
	4. Write a draft *Campus Tree Care Plan* for review – Morgan – due Jun. 12
	5. Finalize the Campus Tree Care Plan, including appropriate review – Ryan – due Jun. 30
3. Complete a Campus Tree Program with Dedicated Annual Expenditures
	1. Make a specific excel file, documenting the FY 14 and FY15 F&S tree care budgets, listing details behind the $200K annual funding – Ryan – due Jan. 30
	2. Request similar budget information from Arboretum and any other departments responsible for tree care on campus – Morgan – request to be sent by Feb. 27
	3. Compile budget information into single table – Morgan – due Mar. 13
4. Plan and execute an Arbor Day Observance event
	1. Identify event to hold on April 24, 2015 – Morgan via committee – due Feb. 27
	2. Plan event and solicit appropriate funding – Morgan – due Mar. 27
	3. Hold the event, with publicity, metrics, and photos – coordinated by Morgan – due Apr. 24
	4. Write up results of event – Morgan – due May 29
5. Coordinate a Service Learning Project
	1. Identify service learning project for 2015 – Morgan via committee – due Feb. 27
	2. Facilitate the service learning project, as needed – Morgan – due Aug. 30
	3. Write up results of service learning project – Morgan – due Sep. 18
6. Apply for Tree Campus USA designation
	1. Complete form, attach documentation, and submit – Morgan – due Dec. 31, 2015 <http://www.arborday.org/programs/treeCampusUSA/apply/graphics/Tree-Campus-USA-application09.pdf>